

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WKR I

Function Code: 1983-040

Position Title: Child Protective Service Worker I/Family Services

Date Established: 08/15/88

Position Number: 11910

Date of Last Amendment: 7/24/06

SCOPE OF WORK: To coordinate, administer services according to case plan to prevent abuse/neglect of children, strengthen families and/or to provide permanency for children in care.

ACCOUNTABILITIES:

- Prepares, arranges, and manages cases to assure case plan is being carried out and that court reviews and administrative reviews under PL 96-272 are completed in a timely manner.
- Supervises child in home to prevent further abuse/neglect and to enable the child to remain in his/her home according to policy and guidelines.
- Assists in locating suitable alternative placement to meet a specific child's needs and to meet policy and guidelines.
- Supervises child in alternate placement and provides services to enable child to return home, and makes other alternative permanent plans such as adoption and long-term foster care if appropriate. Works under direct supervision.
- Develops, recommends, implements, monitors, and evaluates family treatment and case plans.
- Provides crisis intervention to parents and/or caretakers to maintain family unit. Works under direct supervision.
- Transports children and families as necessary.
- Completes all necessary forms for the Bridges system to assure timely services are provided and ensures that payment of bills and statistical information for the DCYF is accurate and complete for compliance with federal, state, and division laws and policy.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker I.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Must be available for non-traditional work hours to meet the needs of children and families.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Maggie Bishop, Director (Children & Youth), #9U381

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Russ Landry, Supervisor VI, #11910

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WKR II

Function Code: 1980-040

Position Title: Child Protective Service Worker II/Family Services

Date Established: 08/15/88

Position Number: 11910

Date of Last Amendment: 7/24/06

SCOPE OF WORK: To coordinate, administer services according to case plan to prevent abuse/neglect of children, strengthen families and/or to provide permanency for children in care.

ACCOUNTABILITIES:

- Prepares, arranges, and manages cases to assure case plan is being carried out and that court reviews and administrative reviews under PL 96-272 are completed in a timely manner.
- Supervises child in home to prevent further abuse/neglect and to enable the child to remain in his/her home according to policy and guidelines.
- Assists in locating suitable alternative placement to meet a specific child's needs and to meet policy and guidelines.
- Supervises child in alternate placement and provides services to enable child to return home, and makes other alternative permanent plans such as adoption and long-term foster care if appropriate. Works under direct supervision.
- Develops, recommends, implements, monitors, and evaluates family treatment and case plans.
- Provides crisis intervention to parents and/or caretakers to maintain family unit. Works under direct supervision.
- Completes all necessary forms for the Bridges system to assure timely services are provided and ensures that payment of bills and statistical information for the DCYF is accurate and complete for compliance with federal, state, and division laws and policy.
- Transports children and families as necessary.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker II.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Must be available for non-traditional work hours to meet the needs of children and families.

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Employee's Signature

Date

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Supervisor's Name, Title, Position #: Russ Landry, Supervisor VI, #11817

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WKR III

Function Code: 1981-040

Position Title: Child Protective Service Worker II/Family Services

Date Established: 08/15/88

Position Number: 11910

Date of Last Amendment: 7/24/06

SCOPE OF WORK: To coordinate, administer services according to case plan to prevent abuse/neglect of children, strengthen families and/or to provide permanency for children in care.

ACCOUNTABILITIES:

- Prepares, arranges, and manages cases to assure case plan is being carried out and that court reviews and administrative reviews under PL 96-272 are completed in a timely manner.
- Supervises child in home to prevent further abuse/neglect and to enable the child to remain in his/her home according to policy and guidelines.
- Locates suitable alternative placement to meet a specific child's needs and to meet policy and guidelines.
- Supervises child in alternate placement and provides services to enable child to return home, and makes other alternative permanent plans such as adoption and long-term foster care if appropriate.
- Develops, recommends, implements, monitors, and evaluates family treatment and case plans.
- Provides crisis intervention to parents and/or caretakers to maintain family unit.
- Completes all necessary forms for the Bridges system to assure timely services are provided and ensures that payment of bills and statistical information for the DCYF is accurate and complete for compliance with federal, state, and division laws and policy.
- Transports children and families as necessary.
- May supervise other staff at the request of the supervisor.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker III.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Must be available for non-traditional work hours to meet the needs of children and families.

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Employee's Signature

Date

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Supervisor's Name, Title, Position #: Russ Landry, Supervisor VI, #11817

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WKR IV

Function Code: 1982-040

Position Title: Child Protective Service Worker IV/Family Services Date Established: 08/15/88

Position Number: 11910

Date of Last Amendment: 7/24/06

SCOPE OF WORK: To coordinate, administer services according to case plan to prevent abuse/neglect of children, strengthen families and/or to provide permanency for children in care.

ACCOUNTABILITIES:

- Prepares, arranges, and manages cases to assure case plan is being carried out and that court reviews and administrative reviews under PL 96-272 are completed in a timely manner.
- Supervises child in-home to prevent further abuse/neglect and to enable the child to remain in his/her home according to policy and guidelines.
- Locates suitable alternative placement to meet a specific child's needs and to meet policy and guidelines.
- Supervises child in alternate placement and provides services to enable child to return home, and makes other alternative permanent plans such as adoption and long-term foster care if appropriate.
- Develops, recommends, implements, monitors, and evaluates family treatment and case plans.
- Provides crisis intervention to parents and/or caretakers to maintain family unit.
- Completes all necessary forms for the CIS/EMS/Bridges system to assure timely services are provided and ensures that payment of bills and statistical information for the DCYF is accurate and complete for compliance with federal, state, and division laws and policy.
- May supervise other staff at the request of the supervisor.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker IV.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Must be available for non-traditional work hours to meet the needs of children and families.

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Reviewer's Name, Title & Position #: Maggie Bishop, Director (Children & Youth), #9U381

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Russ Landry, Supervisor VI, #11817

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved